Computer Related Information, Access and Support Agreement

DHS and Non-DHS JJOLT Users Security Agreement

Employee Name:	Soc. Security No. or Employee ID #

SECTION I – COMPUTER RESOURCES AND USE AND SECURITY POLICY

Computer hardware, software, E-Mail and local area network systems are intended for authorized business and governmental purposes. All employees, contractors, students and others accessing DHS computers by any means must comply with the following.

- Only state purchased and owned software shall be used with state owned equipment. No other software shall be used.

- Information contained in computer files is to be accessed or used for authorized business or governmental purposes only. If a user inadvertently comes across a file to which s/he does not have authorized access, the user must immediately back out or otherwise exit that file without causing damage or request assistance to exit. Casual browsing through computer files for personal, non-business or non-governmental reasons is strictly prohibited.

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- **Computers are not to be used for private or personal business transactions.** Limited personal use of State owned computers as defined in the DHS-NET ACCEPTABLE USE POLICIES AND GUIDELINES (http://intranet-01.MDHS.state.mi.us/secure15.htm) is permitted, or **limited use may be approved by supervision. Supervisors are to use good judgment and not allow other provisions of this policy to be violated. (Non-DHS-JJOLT Users)**

- Users, including technical staff, shall not attempt to gain access to computer resources by circumventing established sign on and security procedures for personal computers and networks except as necessary to perform job function. In other words, staff are not to use their expertise to perform activities beyond their authorized limits.

- Users must protect the integrity of computer systems and data by maintaining the secrecy of assigned/chosen passwords.

- Agency purchased software or copyrighted manuals may not be duplicated for other than archival or backup purposes. Duplication for other purposes is a violation of this policy and may violate U.S. copyright law.

- Access to on-line services, bulletin board systems, the Internet, or external computer systems is intended for authorized business or governmental uses only. All such access must have supervisory approval.

- **E-Mail is intended for authorized business use only**. E-Mail use as defined in the DHS-NET ACCEPTABLE USE POLICIES AND GUIDELINES (http://intranet-01.MDHS.state.mi.us/secure15.htm) is permitted. E-mail may be public record subject to the provisions of the Freedom of Information Act**. Also, if a user deletes a file, the file may not be deleted from backup systems. Therefore, the department provides no assurances of privacy for E-Mail correspondence. (Non-DHS-JJOLT Users)**

- Computer systems/**JJOLT system live and training (Non-DHS JJOLT Users)** shall not be used for access to, display of or distribution of indecent or obscene materials, material that is illegal, racially or sexually offensive, threatening, demeaning or derogatory.

- Users must make all reasonable efforts to safeguard computer hardware from theft, and software from infection from viruses.

- Users shall not damage, alter or disrupt computer systems.

- User shall not install devices which block access to computer systems.

SECTION II – SECURITY AGREEMENT

As a user of the State of Michigan Family Independence Agency's automated systems, I accept and agree to the following

- To comply with the COMPUTER RESOURCES USE AND SECURITY POLICY (Section I of this agreement).
- To comply with all federal and state laws regarding the use of computer and dissemination of information obtained from the use, including the of Michigan Computer Crime Law (1979 PA53, MCL 752.791 through MCL 752.797; MSA 28.529(1) through (7)). **In the case where the person violating this act is not a State Employee, and the violation is a misdemeanor, the person may be barred from working on any and all State of Michigan contracts. Further, the company for which he/she is employed will be considered in violation of their contract with the State of Michigan and the contract may be terminated and or financial penalties assessed.**
- To use the DHS computers**/JJOLT (Non-DHS-JJOLT Users)** automated systems to perform my job functions to the exclusion of all other uses.
- To safeguard and not divulge confidential information obtained from the DHS/**JJOLT. (Non-DHS-JJOLT Users also)**
- To keep confidential all access codes issued to me.
- To report to the DHS/**JJOLT** Security Coordinator any threat to, or violation of security policies set forth in Section I.
- I have read the above security agreement. I understand it, and I agree to comply with its contents. Further, I understand any violation of its contents may result in termination of access privileges and/or recommendation for prosecution. I have reviewed the Public Acts 1979 PA53, MCL 752.791 through MCL 752.797; MSA 28.529(1) through (7) (attached).

User Signature: _____ Date: _____

Attachment: Public ACTS 1979 – NO. 53

An Act to prohibit access to computers, computer systems and computer networks for certain fraudulent purposes; to prohibit intentional and unauthorized access, alteration, damage, and destruction of computers, computer systems, computer networks, computer software programs, and data; and to prescribe penalties.

PUBLIC ACTS 1979 – NO. 53

The People of the State of Michigan enact:

752.791 Meanings of words and phrases. [M.S.A. 28.529(1)]

Sec. 1. For the purposes of this act, the words and phrases defined in sections 2 and 3 have the meanings ascribed to them in those sections.

752.792 Definitions; A to C. [M.S.A. 28.529(2)]

Sec. 2. (1) "Access" means to approach, instruct, communicate with, store data in, retrieve data from, or otherwise use the resources of a computer, computer system, or computer network.

(2) "Computer" means an electronic device which performs logical, arithmetic, and memory functions by the manipulations of electronic or magnetic impulses, and includes input, output, processing, storage, software, or communication facilities which are connected or related to a device in a system or network.

(3) "Computer network" means the interconnection of communication lines with a computer through a remote terminal, or a complex consisting of 2 or more interconnected computers.

(4) "Computer program" means a series of instructions or statements, in a form acceptable to a computer, which permits the functioning of a computer system in a manner designed to provide appropriate products from the computer system.

(5) "Computer software" means a set of computer programs, procedures, and associated documentation concerned with the operation of a computer system.

(6) "Computer system" means a set of related, connected or unconnected computer equipment, devices, and software.

752.793 Definitions; P to S. [M.S.A 28.529(3)]

Sec. 3. (1) "Property" includes financial instruments.; information, including electronically produced data; computer software and programs in either machine or human readable form; and any other tangible or intangible item of value.

(2) "Services" includes computer time, data processing and storage functions.

752.794 Prohibited access to computer, computer system, or computer network. [M.S.A. 28.529(4)]

Sec. 4. A person shall not, for the purpose of devising or executing a scheme or artifice with intent to defraud or for the purpose of obtaining money, property, or a service by means of a a false or fraudulent pretense, representation, or promise with intent to gain access or to cause access to be made to a computer, computer system, or computer network.

752.795 Gaining access to, altering, damaging, or destroying computer, computer system or network, software program, or data. [M.S.A. 28.529(5)]

Sec. 5. A person shall not intentionally and without authorization, gain access to, alter, damage, or destroy a computer, computer system, or computer network, or gain access to, alter, damage, or destroy a computer software program or data contained in a computer, computer system, or computer network.

752.796 Gaining access to commit fraud, Larceny and or embezzlement constitute a violations. [M.S.A. 28.529(6)]

Sec. 6. A person shall not utilize a computer, computer system, or computer network to commit a violation of sections 174 of Act No. 328 of the Public Acts of 1931, as amended, being section 750.174 of the Michigan Compiled Laws, section 279 of Act No. 328 of the Public Acts of 1931, being section 750.279 of the Michigan Compiled Laws, section 356 of Act No. 328 of the Public Acts of 1931, as amended, being section 750.356 of the Michigan Compiled Laws, or section 362 of Act No. 328 of the Public Acts of 1931, as amended, being section 750.362 of the Michigan Compiled Laws.

752.797 Penalties. [M.S.A. 28529(7)]

Sec. 7. A person who violates this act, if the violation involves $100.00 or less, is guilty of a misdemeanor. If the violation involves more than $100.00, the person is guilty of a felony, punishable by imprisonment for not more than 10 years, or a fine of not more than $5,000.00, or both.

Approved July 11, 1979

SECTION II – JJOLT Security Agreement

As a user of the State of Michigan, Department of Human Services automated systems, I accept and agree to the following:

- To Comply with the **COMPUTER RESOURCES USE AND SECURITY POLICY** (Section I of this agreement).
- To comply with all federal and state laws regarding the use of computer dissemination of information obtained from the use, including the Michigan Computer Crime Law (1979 PA53, MCL 752.791 through MCL 752.797; MSA 28.529(1) through (7)). **In the case where the person violating this act is not a State Employee, and the violation is a misdemeanor, the person may be barred from working on any and all State of Michigan contracts. Further, the company for which he/she is employed will be considered in violation of their contract with the State of Michigan and the contract may be terminated and or financial penalties assessed.**
- To use the DHS/**JJOLT** systems computers and automated systems to perform my job functions to the exclusion of all other use.
- To safeguard and not divulge confidential information obtained from the DHS/**JJOLT**.
- To keep confidential all access codes issued to me.
- To report to the DHS/**JJOLT** Security Coordinator any threat to or violation of security policies set for in Section 1.
- I have read the above security agreement. I understand it, and I agree to comply with its contents. Further, I understand any violation of its contents may result in termination of access privileges and/or recommendation for prosecution. I have reviewed the Public Acts 1979 PA53, MCL 752.791 through MCL 752.797; MSA 28.529(1) through (7) (attached).
- DHS agrees to protect the confidentiality of Social Security Numbers for authorized users of JJOLT in accordance with the Privacy Act of 1974.
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User Signature: _____ Date:_____

ALL AREAS MUST BE COMPLETED

User Name (Last name, First name, (Please Print)	Parent Agency Name and Address:	
User e-mail Address	SSN # or Employee ID#	
Supervisor Name (Please Print)	Supervisor E-Mail	
Supervisor Signature:	Supervisor Area Code/Phone:	
Work Site: (Name & address if different than Agency above; if same, indicate "SAME")	User Area Code/Phone No.	User Area Code Fax No.
Hall/Wing: (if applicable)	Job Title:	
☐ Check this box if you will be using JJOLT for Child Care Fund Forms (CCF). (please check all that apply) ☐ Check this box if you will be entering CCF information. ☐ Check this box if you will be reviewing CCF information. ☐ Check this box if you will be Approving the CCF information.		
Job Duties: (be specific - include what functions you do i.e. Child Care Fund Forms, Intake, Treatment Plans, Medical, Educational etc.)		

Mail Original Security Form to: Elaine Hawkins @ BJJ Training Center, 8701 East M-36, Whitmore Lake. MI 48189. You may also contact Elaine direct at 734-449-5145 or the JJOLT Helpdesk at 517-335-3537

FOR OFFICE USE ONLY	
Group Access Number:	Provider Code:
System Security Manager Signature and Date:	

Revised 10/6/2005